

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, April 27, 2004

The Brookings County Board of County Commissioners met in regular session on Tuesday, April 27, 2004, with the following members present: Deanna Santema, Dennis Falken, Mary Negstad, Emil Klavetter and Donald Larson. Also present: Stephanie Vogel, Stacy Steffensen, Robert Hill, Gary Heldt, Ted Eggebraaten, Todd Struwe, Mel Kloster, John Andrews and Brian Eclov.

Chairperson Deanna Santema called the meeting to order.

CONSENT AGENDA

Chairperson Santema declared the Consent Agenda approved without objection from the board. The Consent Agenda consisted of the agenda for the April 27, 2004 Commission Meeting, and the minutes from the April 20, 2004, Commission Meeting, Welfare Matters, and Travel/Education Requests. Welfare Matters: Case #04-042 for hospital expenses was approved; Case #04-006 for hospital expenses was approved. A travel request for Robert Hill to attend the Black Hills Digital Mapping Group Meeting, April 28-29, 2004, in Rapid City, SD, was approved. A travel request for Brenda Conn to attend a regional staff meeting with nurses for program updates, on May 18, 2004, in Watertown, SD, was approved.

ROUTINE BUSINESS

Motion by Falken, seconded by Klavetter. to approve the following claims. Roll call vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes.

A&D Campers, bed mat \$75.00; Advance, qrtrly payment \$6,750.00; Teresa Anderson, shipping/parking charges \$47.22; Avera McKennan Hospital, medical \$2,463.61; Bierschbach Equipment, parts/labor \$1,475.65; Bound Tree Medical, blood pressure systems/backboards \$8,515.55; Bowes Construction, gravel \$81,900.00; Brock White Company, joint sealant \$4,493.16; Bkgs City, utilities \$235.91; Bkgs Co Treasurer, title/plates/advance tax \$1,215.10; Bkgs Register, ads/publications \$884.29; Bkgs Engraving, brass plate \$5.00; Bkgs Electric Co, parts/labor \$959.65; Bkgs Hospital, medical \$244.09; Buhl's Cleaners, rugs/rental \$61.80; Calhoon & Kratochvil, mileage \$34.80; Don Carlson, MI hearing \$15.00; Carlson Wagonlit Travel, airfare \$960.40; CarQuest Auto, brake pad \$66.05; Cellular One, telephone \$727.40; Central Business Supply, maintenance/office supplies/shredder \$4,228.63; Central Station Security, monitoring \$265.00; Chemco, janitorial supplies \$136.94; Cook's Office Products,

maintenance/supplies \$108.57; Cook's Recycling, commercial service \$69.00; Credit Bureau of Sioux Falls, skip tracing \$12.00; Dakota Abstract, rent/utilities \$1,677.12; Dakota Tool & Surplus, bits \$9.99; Dell Marketing, software/switch \$2,613.83; Den-Wil, rent \$1,576.24; Donna Diedrich, MI hearing \$120.07; Monic Dorow, meals \$106.00; Drake Equipment, repairs \$3,260.32; EF Johnson Co, digital radios \$7,055.10; East Central MH/CD, qrtrly payment/FCIP payment \$13,600.43; Ecolab, fumigation \$46.00; Ted Eggebraaten, gas \$20.01; Einspahr Auto Plaza, repair \$11.35; Marv Ekeren, MI hearing \$15.00; Elkton Library, yrly payment \$3,200.00; Dennis Falken, meals \$140.00; First Nat'l Bank Mastercard, gas/motel/supplies \$435.12; Furniture For Less, execution \$210.35; G&K Services, laundry service \$223.02; Alan Glover, CAA \$309.60; Graybar Electric, batteries/lamps \$146.29; Patricia Hartsel, transcripts \$448.40; Gary Heldt, food/gas/meals \$72.43; Tim Hogan, CAA \$570.71; Huron Culvert & Tank, culverts \$9,602.00; Hy-Vee Food Store, inmate meals/supplies \$7,656.20; IMR, software/training \$40,533.27; J&L Harley Davidson, motorcycle repair \$182.53; JV Trees, stump grinding \$624.00; Janitor's Closet, janitorial supplies \$15.72; Randy Jensen, meeting/mileage \$33.12; Kenner Plumbing, parts/labor \$109.97; Mike Kidwiler, meeting/mileage \$32.25; Kingsbury Co Sheriff, service fee \$22.20; Darrel Kleinjan, meeting/mileage \$36.02; Duane Knutson, meeting/mileage \$27.61; L&L Parts, parts/filters \$506.21; Locators & Supplies, paint \$213.40; Douglas Lukonen, soap \$18.95; ME McCann, CAA \$1,205.10; Donald McCarty, CAA \$346.19; McCleod's Print & Office, checks \$479.80; MCI, telephone \$188.11; M&T, medical supplies/fire-fighter supplies/chain saw \$16,955.70; Martin's Inc, oil/nozzle \$799.50; Mastercard, airline tickets \$2,245.90; Micro Computer, service \$37.50; Minnehaha Co Juvenile, foster care \$880.00; Minnehaha Co Treasurer, inmate housing/MV renewals \$152.68; Mobile Electronic Service, camera repair \$215.00; NACVSO, registration \$200.00; Darrel Nelson, meeting/mileage \$30.51; Northwestern Public Service, utilities \$2,819.87; Mike Olson, meeting/mileage \$37.76; Otto Engineering, speakers/earphones/mics \$11,829.28; PMC, web hosting \$2,100.00; Richard Parsons, rent \$325.00; Pennington Co Jail, transports \$415.78; Pitney-Bowes, qrtrly contract \$1,251.00; Pomp's Tire Service, tires \$247.44; Qwest, database \$300.21; RFD News, publications \$74.88; Radio Shack, supplies \$21.97; Ramdell's Fertilizer, LP gas \$190.00; Rick Ribstein, CAA \$3,524.57; Robert Rochel, meeting/mileage \$34.57; Running's Big R, supplies \$35.25; Layne Saathoff, meeting/mileage \$38.34; Deanna Santema, mileage/telephone \$261.41; SDAAO, registrations \$450.00; SD Continuing Legal, directories \$15.00; SD Federal Property Agency, office supplies \$50.38; Shephardson Hardware Hank, shop supplies \$17.79; Sioux Valley Energy, utilities \$67.00; Sioux Falls Kenworth, truck repair \$990.93; Staff Search, temp help \$94.32; State of SD, network access fee \$41.20; Mark Stratton, meals \$106.00; Sturdevant's Auto, parts \$118.13; Swiftel Center, upkeep \$2,500.00; TMC, subscription \$26.91; Thrifty White, medicine \$297.49; Timothy Tompkins, gas/meals/rooms \$886.97; Lionel Torgrude, mileage \$275.50; Town & Country Shopper, ad \$120.00; VandenBerg Law, CAA \$630.00; Verizon, telephone \$162.72; Wagner Real Estate, inspection fees \$200.00; West Group, law books \$763.50; Xerox, copier maintenance \$88.26; Yankton Co Sheriff, service fee \$16.50; Lake Poinsett Sewer, qrtrly payment \$226.99; Lake Poinsett Water, qrtrly payment \$477.14; Big Sioux Water, qrtrly payment \$1,089.00; Upper

Deer, qrtrly payment \$79.77; Juror/Witness Fees; Bertha Blankenfeld \$50.58; Dennis Carmichael \$51.74; Ashton Chavez \$20.00; Russel Chavez \$11.60; David Gascoigne \$23.48; Joseph Gray \$20.00; Ulonda Hogan-Gray \$23.48; Robert Jarmon \$124.40; Donna Jurrens \$58.70; Alice Kurtz \$59.28; Brandi Lamster \$20.00; Robert Lees \$51.16; John Muller \$54.64; June Reed \$66.82; James Shriver \$57.54; Kristin Stensrud \$65.08.

Commission Assistant/Personnel Director Stephanie Vogel presented the board with the Commission Assistant/Personnel report. Be it noted, the board approved Personnel Action Notices for Bev Chapman, Anne Hovey, and Cynthia Ault.

Motion by Klavetter, seconded by Negstad, to approve the Request to Fill Vacancy for the 2nd Deputy position in the Register of Deed's office. Roll call vote: Negstad "Aye," Falken "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye." Motion passes.

Motion by Negstad, seconded by Falken, to approve the changes in the job description for the Deputy Register of Deeds. Roll call vote: Falken "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion passes.

Motion by Falken, seconded by Klavetter, to approve the changes in the job description for the 2nd Deputy Register of Deeds. Roll call vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye," Santema "Aye." Motion passes.

Vogel also discussed posting an opening for a part-time position in her department, correspondences from Leadership Brookings, and the First District Association of Local Governments. Vogel also discussed the quarterly meeting of the Sioux Valley Commissioners Association, the shed by the 1921 building, and the county's policy on renting and usage of space at the Extension Center. By consensus, the board agreed to further discuss their policy on renting and usage of space at the Extension Center.

WEED DEPARTMENT MATTERS

Weed Director, Gary Heldt, discussed personnel matters with the board. Motion by Larson, seconded by Klavetter, to authorize Weed Director, Gary Heldt, to hire an additional part-time seasonal weed control specialist with part-time hours of all part-time seasonal workers in the Weed Department not to exceed 4,362 hours. Roll call vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes.

Heldt also discussed a West Nile Virus grant application with the board. By consensus, the board authorized Heldt to apply for the West Nile Virus grant with matching funds coming from county contingency. By consensus, the board also directed Commissioner Falken and Weed Director Gary Heldt to offer to pay the matching funds for the City of Brookings' West Nile Virus grant application when they attend an upcoming county-wide West Nile Virus committee meeting.

HIGHWAY MATTERS

Highway Superintendent Ted Eggebraaten discussed railroad crossings in Aurora, Elkton and Volga. He also updated the board on County Road 23. Be it noted, Eggebraaten informed the board that the Highway Department will be switching to the 10-hour days, 4 days a week schedule on May 3, 2004.

EMERGENCY MANAGEMENT MATTERS

The board discussed the Brookings County Man-Made Annex for the Pre-Disaster Mitigation Plan. Motion by Falken, seconded by Larson to approve the agreement for and authorize the chair to sign the Man-Made Annex for the Pre-Disaster Mitigation Plan. Roll call vote: Negstad "Aye," Falken "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye." Motion passes.

Agreement
Man-Made Annex for the Pre-Disaster Mitigation Plan

Brookings County
314 6th Avenue
Brookings, SD 57006

Robert Hill
PO Box 722
Brookings, SD 57006

Referred to as Brookings County

Referred to as Contractor

Brookings County hereby enters into an agreement with the Contractor

- I. The Contractor
- A. This agreement shall commence on _____ and will be completed when approval of the plan is received from the SD Division of Emergency Management.
 - B. The Contractor agrees to perform work activities as described in the "Proposal for Brookings County, South Dakota Man-Made Annex for the Pre-Disaster Mitigation Plan (PDM)" Scope of Services.
 - C. In addition to the activities listed in the proposal, the contractor agrees to:
 - To keep a time log of actual hours worked on the project, to verify the plan was constructed outside of county hours.
 - D. The Contractor will deliver the Man-Made Annex for the Pre-Disaster Mitigation Plan (PDM) to Brookings County on or before July 25, 2004.
- II. Brookings County
- A. Brookings County agrees to complete the responsibilities outlined in the "Proposal for Brookings County, South Dakota Man-Made Annex for the Pre-Disaster Mitigation Plan (PDM)" under 'Your Responsibilities'.
 - B. Brookings County will make payment of \$1800 to the Contractor when the contract is initiated, and \$1800 to the contractor upon completion of the agreement.

Brookings County Signature

Date

Contractor Signature

Date

OPEN BURN RESTRICTIONS

The board discussed an open burn ban and open burn restrictions for Brookings County. No action was taken at this time.

COMMISSIONER'S OPEN DISCUSSION

Commission Reports:

Commissioner Larson reported on the Elkton Fireman's Feed.

Commissioner Negstad reported on the East Central Mental Health walk-through, the Abuse Shelter meeting, the Abuse Shelter luncheon, and a meeting with the Community Health Nurses.

Commissioner Falken reported on Swiftel Center Board concerns.

Commissioner Klavetter reported on the Brookings Economic Development meeting, and Swiftel Center/Extension Center space needs.

Commissioner Santema reported on the East Central Mental Health walk-through, the Abuse Shelter luncheon, the Elkton Fireman's Feed, the Community Coalition meeting, the Governor's Day military review, a housing meeting, the Dakota Rural Action wind power meeting, and the upcoming Chamber After Five gathering.

The board also discussed a correspondence from John Woods, West Nile Virus concerns, the county's use of space in the 1921 building, the courthouse cupola, the Treasurer's Office remodeling, the upcoming "Future for Brookings" luncheon, SDACo Spring Workshop in Pierre, and cooperative efforts between Brookings County and the City of Brookings for maintenance.

By consensus, the board directed Commission Assistant Stephanie Vogel to post an opening for a part-time office assistant position in the Commission Assistant/Personnel Department.

ADJOURNMENT

Chairperson Santema adjourned the meeting of the Brookings County Drainage Commission.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans With Disabilities Act.

Stacy Steffensen
Brookings County Auditor's Office

